

Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

UNEMPLOYMENT INSURANCE SPECIALIST III, II & I (SR-20, 18 & 16)

OAHU

Recruitment # 09-177

Salary: See position description

Opening Date: January 28, 2010

Closing Date: February 10, 2010

RECRUITMENT INFORMATION

Recruitment Number 09-177: SR-20 (\$20.26), SR-18 (\$18.74), SR-16 (\$17.32) per hour. Positions are Part-Time Intermittent. Work hours may vary from 0-40 hours per week depending on the needs of the department. Vacancies are temporary.

DUTIES SUMMARY

Positions in this occupational field perform professional work involved in the review, examination, adjudication and investigation of claims for unemployment insurance benefits; the continuation of benefits; the resolution of contested claims and benefit disputes; and the determination of coverage. It also includes program specialist positions, the duties of which are to perform analytical and evaluative work related to the development and/or execution phases of operating programs. **Level I** serves in a trainee capacity; **Level II** performs a variety of assignments ranging from the simple to moderately difficult, relative to the various State and Federal unemployment insurance benefit programs, **Level III** performs assignments covering the full range of cases relating to the examination and adjudication of unemployment insurance claims.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours/week is equivalent to six months of experience, not one year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve months of experience at 60 hours/week is equivalent to one year of experience, not one and a half years.

To qualify, you must meet all of the following requirements:

Education: A bachelor's degree from accredited college or university.

Progressively responsible administrative, professional, technical, analytical or investigative work experience may be substituted for education on a year-for-year basis.

Specialized Experience: None for **Level I**, six (6) months for **Level II**, and for **Level III**, one and one-half (1 ½) years of professional experience which involved a good understanding and application of unemployment laws, rules and regulations. Such experience may be gained by active participation in the examination and adjudication of unemployment insurance claims, in the investigation of unemployment compensation claims, or in the examination of financial records to insure conformance with Federal or State unemployment insurance laws.

Applicants for Level III must have had one (1) year of experience comparable to the Unemployment Insurance Specialist II in the State service.

APPLICATION MAY BE OBTAINED FROM:

www.hawaii.gov/labor/jobs

or

**Department of Labor and Industrial Relations
Princess Ruth Keelikolani Building
830 Punchbowl Street, Room 312
Honolulu, Hawaii 96813
(808) 586-9043**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm
Closed on State Observed Holidays**

Submit completed Application and Required Supplemental Questionnaire to
Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312,
Honolulu, Hawaii 96813. Mailed applications must be postmarked by midnight of
closing date.

Name:

UNEMPLOYMENT INSURANCE SPECIALIST III, II, I (SR-20, 18 & 16) – OAHU
Supplemental Questionnaire - Submit with Application

***1. REQUIRED SUPPLEMENTAL QUESTIONS**

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

☐

I acknowledge I have read and understand the above information.

***2. JOB LEVELS APPLYING FOR:**

Indicate the level(s) for which you wish to be considered.

☐

Unemployment Insurance Specialist I

☐

Unemployment Insurance Specialist II

☐

Unemployment Insurance Specialist III

***3 EDUCATION REQUIREMENT**

Do you possess a bachelor's degree from an accredited university or four-year college?

☐

Yes

☐

No

If Yes, you must submit a copy of your degree or a copy of an official transcript, identified by job title and recruitment number, as verification.

***4. SPECIALIZED EXPERIENCE REQUIREMENT**

For **Level II**, do you have at least six (6) months of work experience as described in the job announcement. For **Level III**, do you have at least one and one-half (1 ½) years of work experience as described in the job announcement? If Yes, use a separate sheet to identify each experience you would like us to consider and provide the following information. **All employers listed should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:**

- A.** Name of employer, dates of employment, and your job title.
- B.** Description of this employer, services provided and clientele served. Was this a federal or state office? What kinds of benefits were issued? To whom?
- C.** What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms such as "processed claims," "assisted clients," etc.
- D.** Did your job involve examining or adjudicating other types of claims, e.g., workers' compensation, disability, etc.? If yes, explain your duties and the average number of hours spent per week in those types of claims vs. hours spent solely in unemployment claims.
- E.** Describe your supervisory duties, if any, with this employer. Include the number and titles of positions supervised, dates, and description of your supervisory duties.
- F.** How did your responsibilities and authority differ from those of your supervisor?

5. ADDITIONAL INFORMATION

If you have any other information related to this position you would like us to consider, attach an addendum to your application identified by the job title and recruitment number.

- *6.** Supporting documents such as transcripts or professional licensure as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application. **Note: You must re-submit supporting documents to DLIR if they were submitted to the:**

- 1. City & County of Honolulu;
- 2. Hawaii State Judiciary;
- 3. Hawaii Department of Education;
- 4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

- ☐ Supporting documents are attached.
- ☐ Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations.
- ☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.

*required questions

Unemployment Insurance Specialist III, II, I (SR-20, 18, 16)-Oahu
Recruitment Number 09-177

Name

Signature

Date